

BUILDING MAINTENANCE WORKER

DEFINITION

To perform a variety of custodial and semi-skilled building maintenance and repair work; and to provide maintenance support to the Community Services and Facilities Department.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Building Maintenance Worker series. This class is distinguished from the Maintenance Worker I by the performance of the full range of duties as assigned, including the ability to work independently exercising initiative and judgment and the ability to operate the full range of tools and mechanical equipment related to a specific assignment. Employees at this level receive only occasional instruction or assistance from higher level supervisory and management staff as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Maintenance Worker I level, or when filled from the outside, requires prior work experience.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Building Maintenance Supervisor, and technical and functional support from a Senior Building Maintenance Worker.

EXAMPLES OF ESSENTIAL FUNCTIONS - *Essential functions may include, but are not limited to, the following:*

Sweep, mop, wax, buffs, and polish floors; dust and polish furniture, woodwork, fixtures, and equipment.

Wash windows and walls; empty and clean waste receptacles; clean and maintain supplies in rest rooms.

Perform minor maintenance and repairs on equipment or buildings such as replacing light bulbs, fixing doors or minor painting.

Unlock and lock entrances to buildings; inspect buildings for safety, fire and sanitary hazards.

Operate a variety of electrical cleaning equipment; maintain and order custodial equipment and supplies.

Perform various tasks in moving or rearranging furniture, desks and other equipment; set up room for meetings.

Maintain proper standards of cleanliness in assigned areas.

Maintain, repair, and replace plumbing systems and fixtures such as faucets, drinking fountains, water heaters, water closet, urinals, water regulators and pressure valves.

Maintain, repair, and replace electrical systems including light switches, motors, wall receptacles and conduits; replace light bulbs and time clocks.

Provide periodic maintenance to air conditioning and heating units; repair and replace parts as necessary.

Perform repairs to buildings, including plaster patch, painting, masonry, and replace glass.

Repair, alter, fabricate and install various building segments such as motors, wall receptacles and conduits; replace light bulbs and time clocks.

Order supplies and materials as needed and as directed.

Maintain records of work performed.

Assist in setting up Community Services special events.

Assist in performing custodial duties as necessary.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods, tools, materials, and equipment used in the building trades.

Methods, tools, equipment, and materials used in cleaning of buildings, office space, and rooms.

Safe work methods and practices.

Applicable codes, regulations, and safety orders.

Ability to:

Perform semi-skilled building maintenance work independently.

Work from sketches, blueprints, or drawings.

Safely operate and maintain a variety of custodial equipment.

Follow department policies and procedures related to assigned duties.

Perform tasks independently or with minimal supervision.

Work cooperatively with others.

Lift heavy equipment and machinery.

Understand and follow oral and written instructions.

Communicate clearly in oral and written form.

Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

One year of experience of performing duties similar to a custodian or a Maintenance Worker I with the City of Rocklin.

Training:

Equivalent to the completion of the twelfth grade.

License Or Certificate:

Possession of, or ability to obtain, a valid California driver's license.

May be necessary to obtain specialized license or certificate related to area of assignment as required by the position.

TYPICAL WORKING CONDITIONS

Work is performed both inside and outside buildings. Incumbent may be exposed to weather conditions and may drive on surface streets for short periods of time.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to perform maintenance and cleaning activities both inside and outside of buildings. On a continuous basis: walk, stand, bend, squat, twist, and reach while performing maintenance and cleaning work; lift weights up to 50 lbs. Climb ladders and stairs; crawl into attics and under furniture and fixtures. Drive a motor vehicle; use hand and power tools and equipment. Perform simple and power grasping, pushing, pulling, and fine manipulation; reach above and below shoulder level. Sit while completing work papers.

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing, and operating equipment. Use a telephone to communicate verbally. Maintain mental capacity that allows for effective interaction and communication with others.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.